



**An Afterschool Adventure**  
**1812 Welsh Avenue**  
**College Station, TX 77840**

March 22, 2010

Dear Kids Klub Applicant,

Thank you for expressing interest in The Kids Klub. Staff members are hired twice a year; November and December for the Spring semester, and April and May for the Fall semester.

**April 16th is the application deadline for Fall 2010.** Applications can be submitted in person to the Kids Klub Program Office, located at 2613 Texas Avenue South (turn onto William King Cole Street off of Texas Avenue), between the hours of 9:00am-4:00pm, Monday through Friday. Texas A&M students can apply online at [jobsforaggies.tamu.edu](http://jobsforaggies.tamu.edu).

We will be reviewing applications as they are submitted, based on your application we will either contact you by phone to schedule an interview or send you a letter in the mail notifying you of your status.

Please complete the attached application. Feel free to attach any additional information you feel necessary. I welcome your application and encourage you to keep it up to date. During the course of the semester the need arises to hire an extra staff member, for that reason your application is kept on file for two years. If you have any questions you may contact my office at the number below.

Thanks again,

Jana Church  
Program Director  
(979)764-3831  
[jchurch@cstx.gov](mailto:jchurch@cstx.gov)

## KIDS KLUB

**JOB TITLE:** Staff Member

**REPORTS TO:** Site Supervisor

**RATE OF PAY:** \$8.00-\$8.75/hr

**JOB SUMMARY:** Assist in providing a developmentally appropriate, recreational environment for the children enrolled in Kids Klub.

### MINIMUM REQUIREMENTS:

1. All Kids Klub staff members must be currently Red Cross certified in First Aid and Community CPR. (Kids Klub will certify all employees.)
2. All staff members must be available to begin work **August 16, 2010** and continue through **December 17, 2010**.
3. All staff members must be available the days that CSISD is in session, **Monday - Friday from 2:45 - 6:15 p.m.**
4. Staff members must attend specified training sessions throughout the year.
5. Staff members must attend weekly site meetings and monthly staff meetings.

### DUTIES:

1. Staff members assist the supervisor in performing his/her duties as necessary, such as:
  - a. Plan, coordinate and implement appropriate activities each day.
  - b. Supervise groups of children in enrichment activities.
  - c. Lead group games, art projects and other similar activities.
  - d. Play with the children during non-structured free time.
  - e. Influence children in a positive manner.
2. All staff members must adhere to the Kids Klub discipline management plan as stated in Staff Handbook. Alterations and/or deviations are allowed, but must be approved in advance by the Site Supervisor and Program Director.
3. Participate in all daily activities. (BE POSITIVE)
4. Assist in the daily, as well as weekly, clean-up of the facilities.
5. Other duties as deemed necessary by Site Supervisor or Program Director.

**ALL APPLICANTS MUST MEET THE  
FOLLOWING REQUIREMENTS TO BE  
CONSIDERED FOR HIRE:**

- Available Monday-Friday, 2:45pm-6:15pm
- Attend Training August 16-20, 2010  
(we receive children August 23, 2010)
- Commit to work through December 17, 2010